

IMPLEMENTATION PLAN

The Biennial Implementation Plan

The implementation plan is the *primary short-range plan for the administration of a Sea Grant program*, as well as a tool for the evaluation of program performance. As with the section on strategic planning, parts of the discussion are drawn from the *Evaluation Report*.

A Sea Grant program's two-year implementation plan is derived from the program's strategic plan, and it addresses goals for the forthcoming two-year period. The plan should relate all projects that will be funded over the coming two years to the long-range objectives of the program as given in the strategic plan:

1. The first two-year implementation plan, covering Years 1 and 2, is submitted along with the omnibus proposal at the beginning of a new four-year program cycle.
2. A second two-year implementation plan, covering Years 3 and 4, is submitted along with the Year 3 omnibus proposal.

Guidelines for implementation plans were developed by a joint NSGO/SGA committee in December 1995, and were issued in a SGA memo to all Sea Grant programs dated February 21, 1996.

Implementation Plan Guidelines

(From the memo issued to the members of the Sea Grant Association from Anders Andren, Chair, Implementation Plan Committee; dated February 21, 1996.)

Guiding Principles

1. Program implementation is the institutional Sea Grant responsibility. Therefore, implementation plans must be prepared and promulgated by each institution. Each program will have its mix of local, regional, and national priorities.
2. Sea Grant is a science-based, issue-oriented program. Therefore, each implementation plan, based on a good strategic plan, must integrate policy, planning, outreach, research, education, and management.
3. Strategy must be translated into action in a priority-directed fashion.
4. Develop and describe how, what, when, and who for the implementation of each plan.
5. Establish mechanisms for allowing creativity and imagination to rise up from institutional faculty.

In developing implementation plans, it is important to:

- Demonstrate mechanisms for achieving objectives.
- Develop mechanisms for evaluating success.
- Set goals and objectives--and discern the difference between these.
- Make maximum use of resources.
- Take into account program evaluation.

Outline for Writing a Sea Grant Implementation Plan.

I. Review of Program Strategic Plan in the Context of NOAA/NSGCP Strategic Plan.

1. Mechanisms for the establishment of strategic planning
2. How the program strategic plan relates to the NSGCP plan.
3. Context of the institutional and territorial characteristics.
4. Involvement of all levels of faculty, staff, and constituents.

II. Development of an Implementation Plan.

1. Process of selection of priorities (how, who, and when).
2. Identify milestones for the implementation of priorities.
3. Identify program elements and personnel needed.
4. Time frame for implementation.

III. Implementation of the Program

1. Identification of program elements and their context.
2. Integration of program elements toward implementation.
3. How will you move toward implementation?
4. Describe your evaluation process and how you will measure success or lack thereof.
5. Degree of interaction and integration with other programs (both outside and inside the network).

IV. Review, Revision, and Results.

1. Describe the timing and mechanisms of review of your program's progress and results.
2. Mechanisms for revising the program during the implementation phase.
3. How will you synthesize, package, and disseminate results?

V. Nationalization of the Implementation Plan.

1. Identify those elements that have national and regional application.
2. Relate your implementation plan to national needs and show how it reaches users.
3. Suggest national or regional efforts to implement results.